

CLINIC ASSISTANT

(Bilingual – Spanish)

City of Milwaukee Health Department (MHD)

PURPOSE: The Clinic Assistant assigned to the Women, Infants and Children Supplemental Nutrition Program (WIC), provides registration, health screening and food instrument issuance for clients of the City of Milwaukee Health Department's WIC Program at the various MHD clinics.

Note: *This Clinic Assistant position has been designated as a bilingual position to assure that service is provided to Limited English Proficient (LEP) clients whose primary language is Spanish.*

ESSENTIAL FUNCTIONS:

90% Client Services:

- Set-up screening rooms, calibrate equipment, assure availability of supplies, and maintain quality control and equipment maintenance records.
- Perform screening tests and procedures including, but not limited to, height and weight measurements, and finger stick for hemoglobin/iron.
- Notify nutritionist of possible child abuse or negligence.
- Perform client intake/registration activities, including but not limited to:
 - Assure verification of personal identification, income eligibility and residence;
 - Assure validity and availability of consent form;
 - Assigns pick up days;
 - Perform food instrument issuance including assessing catch-up issuance needs;
 - Enter health assessment data into ROSIE database system;
 - Assure food instrument registers are completed accurately, signed;
 - Schedule WIC appointments;
 - Answer phone inquiries; and
 - Disseminate a variety of referral/service information.

10% Administrative Services:

- Perform Quality Control tests on HemaCue machines at MHD's Southside Health Center, Keenan Health Center, and Northwest Health Center.
- Attend relevant WIC training workshop and participate on committees.
- Provide screening practice/procedure training to WIC staff and students/interns.
- Participate in WIC clinic team meetings to assist in quality assurance initiatives.
- Serve as back-up to the Office Assistant as needed, and perform other job-related duties as assigned.

MINIMUM REQUIREMENTS:

1. Nursing Assistant certification (*attach a copy to your application*) **OR** equivalent course work and/or work experience in health assessment assistance including weighing, measuring and hemoglobin/hematocrit testing.
2. Valid driver's license and availability of a properly insured automobile for use on the job at time of appointment and throughout employment. Automobile allowance is provided in accordance with applicable labor agreement.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Fluency in spoken and written Spanish and English is essential
- Ability to work in a fast-paced environment
- Ability to establish and maintain good working relationships with a multi-cultural, multi-disciplinary team, other agencies, and the public
- Ability to work with job-related medical equipment

- Written and oral communication skills
- Telephone skills
- Ability to perform general clerical tasks

DESIRABLE QUALIFICATIONS:

- Fluency in languages other than English and Spanish
- Computer skills

THE CURRENT SALARY RANGE (309) IS: \$28,058 to \$34,423 annually.